



## REQUEST FOR PROPOSALS – Local Grants Program

The New Hampshire Estuaries Project (NHEP) requests proposals for projects that will result in achievement or significant progress toward achievement of one or more Action Plans described in the *NHEP Management Plan*.

### INTRODUCTION

The NHEP is requesting proposals from qualified individuals or organizations to conduct activities that will result in achievement or significant progress toward achievement of one or more Action Plans described in the *NHEP Management Plan*. Preference will be given to those projects that address Action Plans with the highest priority and the lowest completion rating as identified in the *NHEP 2004 Progress Report*.

Applicants may submit project proposals for up to \$10,000. A 1:1 match of non-federal cash or in-kind services is required for projects funded by the NHEP (i.e., for each dollar contributed to a project by the NHEP, a dollar must be provided by the applicant in the form of cash or in-kind services related to the project).

Funding for this program is provided through the U.S. Environmental Protection Agency. Therefore, all federal requirements of the Clean Water Act, as amended, and all State requirements must be adhered to and will be part of a contract for services. A contract will be executed with the successful applicants, and activities must be completed no later than December 31, 2005.

**Five copies (including one original) of the proposal plus an electronic copy (on disk) must be received by Phil Trowbridge, NHEP Coastal Scientist, NH DES, PO Box 95, Concord, NH 03302-0095, no later than 4:00 PM on September 30, 2004.** To Fed Ex send to: Phil Trowbridge, NHEP Coastal Scientist, NH DES, 29 Hazen Drive, Concord, NH, 03302. Faxed and emailed proposals will not be accepted.

Direct questions to Dave Kellam, NHEP Project Assistant, at (603) 559-0022.

### LOCAL GRANTS PROGRAM DETAILS

Eligible Applicants: Eligible applicants include municipalities, local community groups, environmental/watershed associations, nonprofit organizations, schools and educational institutions, county conservation districts, and regional planning commissions conducting activities within the coastal watershed. Organizations may submit no more than one proposal.



NHEP Action Plans: The NHEP *Management Plan* contains 98 Action Plans, or strategies, that focus on improving, protecting, and preserving the environmental quality of the state's estuarine systems. Each Action Plan typically lists several Actions/Activities that complete the plan. The prioritized Action Plans are related to the areas of water quality, shellfish, land use, habitat restoration and outreach/education. ***Projects must address specific tasks or steps listed in the Actions/Activities section of an Action Plan.*** Furthermore, a completion rating was assigned to each Action Plan and reported in the NHEP *2004 Progress Report*. The NHEP *Management Plan* and *2004 Progress Report* can be obtained from the NHEP website at [www.nh.gov/nhep](http://www.nh.gov/nhep) or by contacting the NHEP office at (603) 559-0022.

Project Schedule: Projects are expected to start on or around February 1, 2005 and must be completed no later December 31, 2005.

QAPPs: All NHEP-funded projects involving monitoring or other data collection and analysis require a Quality Assurance Project Plan (QAPP). The QAPP must be approved by the NHEP and the Environmental Protection Agency prior to initiation of any fieldwork or data collection activities. For more information on QAPP requirements, contact Phil Trowbridge, NHEP Coastal Scientist, at 271-8872 or [ptrowbridge@des.state.nh.us](mailto:ptrowbridge@des.state.nh.us).

Reporting: Interim project reports will be required quarterly and must be submitted using the NHEP report template. A final report for the project shall describe all actions associated with the funded activity. Final report guidelines will be provided by the NHEP.

## PROPOSAL REQUIREMENTS

In order to be considered, five hardcopies (including one original, so marked) of the proposal, plus an electronic copy (on disk), are required from the applicant. The proposal must include the following elements:

1. COVER LETTER – Signed by a person authorized to legally bind the applicant. The letter should contain a brief statement of the applicant's understanding of the work to be done and a commitment to perform the work within the time period.
2. TITLE PAGE – Show the proposal's topic, the organization name, address, telephone number, fax number, email address, name of contact person, and the date of the proposal.
3. PROJECT NARRATIVE – Describe the proposed approach and process that will be used to accomplish the scope of work to be performed. It should clearly define the following:
  - a) Project objective, including a description of how project implements specific Action Plan(s) and Activities from the NHEP *Management Plan*
  - b) Priority and Completion Rating of each Action Plan addressed (see NHEP *2004 Progress Report*)
  - c) Background information, including a statement of need for project activities



- d) Geographic scope of the project
  - e) A detailed list and description of specific work tasks to accomplish the project objective
  - f) Work products or deliverables generated for work tasks
  - g) Expected project results and criteria for measurement/evaluation of project success
  - h) A schedule for all work tasks
4. PROJECT BUDGET AND PAYMENT TERMS – Applicants must submit a NHEP Budget Summary (attached) and budget narrative. The budget narrative should identify costs for each work task (consistent with those identified in section 3e above) and include an itemized list of all non-expendable equipment purchases that exceed \$100. Non-expendable equipment includes items that will continue to have use beyond the duration of the contract, such as a digital camera or display booth.

Matching funds must be non-federal sources of funding and must equal or exceed the amount requested from the NHEP. Matching funds can include contributions of cash or the value of services contributed to the project from individuals, organizations, municipalities, or non-federal public agencies. Volunteer labor can be valued at a rate up to \$17.19 per hour. Contributed professional services can be valued as match at the professional rate.

The NHEP will not be responsible for expenses incurred in preparing this proposal and such costs should not be included. Only expenses incurred after the approval date of the contract will be considered.

Typical payment terms are quarterly reimbursements from the NHEP for expenses incurred on the project. Match documentation and interim reports must accompany quarterly payment requests. If the typical terms are not acceptable, the applicant should provide their requested payment schedule and a justification.

5. DESCRIPTION/QUALIFICATIONS OF APPLICANT – Applicants must describe the organization, including its mission and experience with similar projects. The proposal must identify the individual(s) that would work on this project, including any subcontractors. If subcontractors have been identified, the process or rationale for their selection should be described. If subcontractors have not been identified, the process for selecting them should be described.
6. SUPPORTING DOCUMENTATION (OPTIONAL) – Include relevant letters of commitment, letters of support or any other documentation in support of the proposal, if applicable.

## EVALUATION OF PROPOSALS



A subcommittee of the NHEP Management Committee and NHEP Staff will evaluate all proposals. The review team will review complete applications and each proposal will be scored according to the following criteria:

- The degree to which the proposed project addresses one or more of NHEP Action Plan Activities
- The priority and completion rating of the Action Plan(s) addressed
- The likelihood that the project activity, as defined in the proposed work tasks, will achieve the project objective
- The thoroughness of the proposed project plan (clear work tasks and deliverables, measurable results, schedule)
- The soundness and detail of the project budget (use of NHEP Budget Summary, inclusion of budget narrative detailing costs associated with each work task, clearly identified costs, commitment of matching funds, and level of matching funds)

The NHEP reserves the right to reject all proposals, to waive any irregularity in a proposal, and to accept or reject portions of any proposal. The NHEP also reserves the right to request additional information from any or all parties submitting proposals to assist in the evaluation process.

## SCHEDULE

07/30/04: Request for Proposals released by the NHEP  
09/30/04: Proposals due to the NHEP  
11/1/04: Target date for proposal selection  
02/01/05: Target date for projects beginning  
12/31/05: Project completed

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**Proposals must be received by the NHEP no later than 4:00 PM on September 30, 2004.**

Direct any questions on this Request for Proposals to Dave Kellam, NHEP Project Assistant, at (603) 559-0022.



# NHEP Budget Summary

Project Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Protect Manager: \_\_\_\_\_

Can proposed project be done with partial funding? (circle one)    YES    NO

	Amount Requested from NHEP	Matching Funds	Other Funds*	Total Costs
<b>Labor</b>				
<b>Personnel (list title, hourly rate, hours)</b>				
1.				
2.				
3.				
4.				
5.				
<b>Fringe Benefits (indicate rate):</b>				
<b>Indirect Costs (indicate rate):</b>				
<b>Volunteer Services (in-kind)</b>				
<b>Travel/ Transportation</b>				
<b>Contracted Services (list organization)</b>				
1.				
2.				
3.				
<b>Equipment (itemize in budget narrative)</b>				
<b>Expendable Equipment</b>				
<b>Non-Expendable Equipment**</b>				
<b>Office Support</b>				
<b>Supplies</b>				
<b>Telephone</b>				
<b>Postage</b>				
<b>Copies</b>				
<b>Other</b>				
<b>Specify</b>				
<b>TOTAL</b>				

\*Other funds include federal funds or other nonfederal funds that **cannot** be counted as match.

\*\*Non-expendable equipment includes items that will continue to have use beyond the duration of the contract.